

New York Zero-to-Three Network

Infancy Leadership Circles Project

Building Cross System Partnerships and Raising Voices for Babies

Seeking Two Part-time Consultants to work as Co-Project Directors

The New York Zero to Three Network (NYZTT) is seeking two part time consultant project directors to work with the present director and be trained to take over management of its Infancy Leadership Circles (ILC) Project. We presently have 12 circles operating across 16 counties in New York State and linkages to coalitions and other groups that serve professionals who work with children birth to age 3 and their families.

The goal of the ILC Project is to advance comprehensive services for babies and their families, promote multidisciplinary dialog and networking, assist with positive policy changes, and be a voice for babies and a communications pipeline across the state. We do this by convening professionals from all disciplines and creating a dialogue that helps to uncover gaps between services for babies and their families and break down isolation of professionals. Circle members work collaboratively to develop community solutions to a priority issue set by the local group. The Circles work at the local level, but NYZTT Network helps to amplify these local successes by connecting the Circles bimonthly and publicizing their activities through electronic media.

The two Co-Project Directors will work collaboratively together to plan, initiate and monitor the Circles. One director will cover the upstate region and the other will cover the downstate region. These individuals will be trained by the current Project Director through July 2015 and transition to their new role by August 1, 2015.

The pay rate is \$33.50 per hour for the part-time co-director consultant positions, with flexible hours. There will be overlap between the Director and the Co-Project Directors as they transition into these new roles and responsibilities. In addition, reimbursement will be provided for travel and hotel expenses, communication and other office expenses, and printing expenses.

Co-director Responsibilities

- Initiate new Infancy Leadership Circles as appropriate
- Provide in-person mentorship to new Circles for at least first six meetings to ensure a good start to the Circle
- Monitor health of each Circle and provide support as needed

- Maintain connections to established Circles and provide local mentorship as needed
- Host statewide one-hour phone call for leaders from each group every other month that will provide new ideas for programs, opportunities, trainings, stimulus, policies and resources for Circles
- Gather information about events and accomplishments/activities of Circles and provide information to NYZTT newsletter editor and calendar editor
- Work with NYZTT membership and communications committees to maintain email list of Circle members and enroll them in NYZTT membership and with Program Committee to work on distance learning technology for NYZTT events/roundtables
- Communicate local needs to state level groups and state policies and changes to local ILC participants
- Prepare annual summary report of activities and progress of Circles
- Participate in planning Infant-Toddler Forum and Infant-Toddler Track at annual NY AEYC meetings
- Foster relationships with other local groups and build network to harvest ideas, work together
- Maintain liaison relationships with appropriate state organizations including early childhood coalitions, infant mental health organizations, strengthening families initiatives and other appropriate groups.
- Present workshops on the Infancy Circle model at appropriate state and local conferences
- Work with ILC Steering Committee to direct the Circles
- Work with NYZTT board members to use their expertise in local and statewide venues
- Assist with fund development, especially local community resources

Qualifications

- Knowledge and passion for the 0-3 age group
- Master's degree preferred in related field or equivalent experience
- Good writing and communication skills
- Flexibility to attend meetings and host phone calls during the day or evening
- Familiarity with Infancy Leadership Circles as a participant or leader a plus

Applications will be accepted through December 8, 2014. Target start date is January 5, 2014.

To apply, please send a cover email and resume detailing your qualifications and why you want to do this work to:

Priscilla Lincoln, Co-President, New York Zero-to-Three Network, lincolnpris@gmail.com